



## **COMMISSION PROCESS POLICY**

### **Policy 1.3. Process for Filling a Vacant Commissioner Position**

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In a Commission-Manager form of government, in the event that a Commissioner position becomes vacated, the remaining Commissioners may request either a Special Election or they may appoint a qualified elector to fill the vacant office.

Requirements for holding a Special Election are set forth in the State Statute.

The purpose of this policy is to set forth procedures for filling a vacancy on the Commission.

#### **NECESSARY ACTION STEPS**

##### **1. Pre-interview Process.**

- 1) The City Clerk will notify all Commissioners immediately upon receipt of a resignation letter from any City Commission Member.
- 2) City Commission Members will, in a public meeting, discuss and vote on the preferred manner of filling the position (election vs. interview).
- 3) City Commission Members will, in a public meeting, will discuss and vote on the desired details involved in the interview process (length of opening, closing date, interview date, etc.) and direct the City Clerk to coordinate appropriate publication.
- 4) The City Clerk will accept resumes and letters of interest and confirm with the County Clerk's Office that each candidate is a qualified elector.
- 5) The City Clerk will take responsibility for providing packets to the Commission after the closing date.
- 6) City Commission Members may narrow down choices of candidates to a minimum of (3) for interviews.
- 7) City Commission Members will work with the City Clerk to develop interview questions

##### **2. Interview Process.**

- 1) An interview process will be held at a determined date and time and be open to the Public.
- 2) City Commission Members will determine interview questions and may seek assistance from the City Clerk in preparing the questions.

- 3) City Commission Members may have the City Clerk present questions to the candidates or Members may determine another method.
- 4) Each Candidate will be asked identical questions.

3. Final Notification Process.

- 1) Once interviews are complete, and at a scheduled date and time, City Commission Members may meet to discuss the final candidate.
- 2) The official appointment of the City Commission position must be made in a public meeting at a scheduled date and time.
- 3) The City Clerk shall schedule the Oath of Office and coordinate the administrative process.
- 4) The successful candidate may begin participation as an official City Commission Member immediately following the Oath of Office ceremony.

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<b>Adopted:</b>	June 2010
<b>Monitoring Method:</b>	Commission Assessment
<b>Monitoring Frequency:</b>	Annually in January

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